

Job Description: SECRETARY II (DISTRICT ATTORNEY)

CLASS NO. 1104

EEOC CATEGORY: Office and Clerical

PAY GROUP: 13

FLSA: Nonexempt

SUMMARY OF POSITION

Provides a broad range of legal secretarial assistance for the District Attorney's office relating to cases including preparing documents and gathering case information.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** District Attorney, Assistant District Attorneys; may receive assignments from Administrative Assistant.
2. **Directs:** This is a non-supervisory position.
3. **Other:** Works closely with members of local, state and federal law enforcement agencies; attorneys; judges; court personnel; and the general public.

EXAMPLES OF WORK

Essential Duties*

Collects jail work and pulls over new cases in NetData;

Prepares new cases for the Assistant District Attorney's review;

Gathers information on defendants in new cases, including typing requests to the appropriate agency for rap sheets and certified driving records, penitentiary records and court records, and forwards them to the Assistant District Attorney;

Files incoming correspondence pertaining to cases;

Types complaints and informations for cases;

Types plea papers for cases;

Types Pre-Trial Diversion Agreements for cases;

Prepares penitentiary inmate packets and case disposition sheets, and forward to appropriate agencies or offices;

Prepares bench warrants and delivers them to the county jail to be served;

*for the purpose of compliance with the Americans with Disabilities Act (ADA)
This job description does not take into account potential reasonable accommodations.
Updated and Approved 8/28/2012

CLASS NO. 1104 (Continued)

Gathers necessary documents and prepares Governor's warrants and delivers them to the Governor's office to be served;

Types and files Motion to Revoke Probation paperwork;

Enters new and disposed case data into NetData;

Distributes jury lists and checks potential juror's records for prior convictions or jury service;

Performs record searches on defendant's and witnesses in case files;

Types subpoenas for cases and files with District Clerk;

Schedules DA conferences with attorneys and updates Assistant District Attorneys calendar;

Distributes copies of Docket Call settings and pulls files for court;

Enters Reset Orders for cases in NetData;

Enters Indictments and/or No Bill information into NetData for Criminal Justice Information System (CJIS);

Runs monthly CJIS reports and makes any corrections/changes needed for compliance purposes.

Performs other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS AND ABILITIES

Knowledge of: criminal law, county procedures, legal terminology and spelling and current office practices.

Skill/ability to: prepare legal documents accurately, understand and interpret legal processes and procedures, type accurately at a speed of at least 60 words per minute, operate standard office and legal equipment, apply correct business English, spelling and punctuation, establish and maintain effective working relationships with outside law enforcement agencies, members of the Grand Jury, attorneys, judges, court staff and the general public.

ACCEPTABLE TRAINING AND EXPERIENCE

Four year college degree or at least five years of legal secretarial experience, or any equivalent combination of experience and training which provides the required knowledge, skills and abilities.

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CERTIFICATES AND LICENSES REQUIRED

Certification as a Paralegal desirable

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